

# FY 2004/2005 LEON COUNTY BUDGET CALENDAR

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## DECEMBER

DATE	ACTIVITY	PARTICIPANTS
Wednesday, December 3, 2003	Board Retreat	Board of County Commissioners (BOCC) Executive Staff

## JANUARY

DATE	ACTIVITY	PARTICIPANTS
Tuesday, January 13, 2004	Tentative Budget Calendar to Board	BOCC County Administrator Office of Management & Budget (OMB)
Friday, January 9, 2004	Management Services distributes the Management Services Matrix	Management Services Administration
Friday, January 30, 2004	Submission of Management Services Matrix and forms to Management Services	Departments/Divisions, Constitutional Officers, Judicial Officer
Friday, January 30, 2004	Management Services submission of all schedules to OMB for inclusion in Budget Development Manual	Facilities, Fleet, Human Resources, Management Information Systems, Purchasing

## FEBRUARY

DATE	ACTIVITY	PARTICIPANTS
Tuesday, February 24, 2004	Possible Policy Issue Agenda Item to BOCC	BOCC County Administrator OMB
Thursday, February 26, 2004	Distribute Budget Development Manual and Associated Forms	OMB
Thursday, February 26, 2004	GEMS - Budget System goes "LIVE" - Departments begin budget development	OMB
Thursday, February 26, 2004 & Friday, February 27, 2004	OMB conducts training on GEMS Budget System	OMB Departments/Divisions Constitutionals Officers Judicial Officers
Friday, February 27, 2004	County Administrator, Facilities Management and OMB review Capital Improvement Program (CIP) request to Facilities	County Administrator Facilities Management OMB
Friday, February 27, 2004	Management Services responds to Department/Division request	Management Services

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### MARCH

DATE	ACTIVITY	PARTICIPANTS
Friday, March 26, 2004	Budget development complete - signed budgets submitted to OMB	Departments/Divisions Constitutionals Officers Judicial Officers

### APRIL

DATE	ACTIVITY	PARTICIPANTS
Monday, March 29 -Friday, April 23	OMB reviews budget submissions and determines initial recommendations	OMB
Monday, April 26 - Friday, April 30	Meetings to discuss budget submissions and OMB recommendations	OMB Group Directors Departments/Divisions
Tuesday, April 27	Mid-Year Financial Report to Board	BOCC OMB

### MAY

DATE	ACTIVITY	PARTICIPANTS
Wednesday, May 12, 2004 - Thursday, May 13, 2004	County Administrator Executive Hearings to review operating and capital budget	County Administrator OMB Departments/Divisions Constitutionals Officers Judicial Officers

### JUNE

DATE	ACTIVITY	PARTICIPANTS
Tuesday, June 1, 2004	Estimate of assessed property value (FS 200.065 (7))	Property Appraiser
Tuesday, June 1, 2004	Submission of Property Appraiser's budget to Department of Revenue (FS 195.087(1)(a))	Property Appraiser
Tuesday, June 8, 2004	Workshop with BOCC to review tentative budget balancing strategies and provide policy guidance	BOCC County Administrator OMB
Wednesday, June 9, 2004 - Wednesday, June 30, 2004	OMB completes Tentative Budget/5-Year Plan and CIP	OMB
Tuesday, June 22, 2004	BOCC ratifies actions of June 8, 2004 workshop	BOCC OMB

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## JULY

DATE	ACTIVITY	PARTICIPANTS
Thursday, July 1, 2004	Property Appraiser certifies property values to BOCC (FS 200.065 [1] & 200.065 [11])	Property Appraiser
Thursday, July 15, 2004	Submission of Tentative Budget/5-Year Plan and CIP to BOCC (FS 129.03[3])	BOCC County Administrator OMB
Tuesday, July 27, 2004 and Wednesday, July 28, 2004 (If Necessary)	Board Workshops on Tentative Budget/5-Year Plan and CIP	BOCC County Administrator OMB Departments/Divisions Constitutionals Officers Judicial Officers
Tuesday, July 27, 2004	Public Hearing on Tentative Budget/5-Year Plan and CIP  *Public Hearing will start at 6:00 PM	BOCC County Administrator OMB Departments/Divisions Constitutionals Officers Judicial Officers
Thursday, July 31, 2004	Submission of Tax Collector's Budget request to State Dept. of Revenue and BOCC (FS 195.087 [2])	Tax Collector

## AUGUST

DATE	ACTIVITY	PARTICIPANTS
Wednesday, August 4, 2004	Notification of Property Appraiser of proposed millage rates, rolled back rates, date, time, and place of First Public Hearing (FS 200.065 [2] [b])	OMB
Tuesday, August 24, 2004 (Tentative)	Property Appraiser mails Truth In Millage (TRIM) notices (FS 200.065 [2] [b])	Property Appraiser

## SEPTEMBER

DATE	ACTIVITY	PARTICIPANTS
Tuesday, September 14, 2004	First Public Hearing to adopt proposed millages and budgets (FS 200.0265 [2][c] & 129.03[3][c])	BOCC County Administrator OMB
Saturday, September 18, 2004	Publish notice for Final Public Hearing in newspaper (FS 200.065[2][d])	OMB
Tuesday, September 21, 2004	Second and Final Public Hearing to adopt final millages and budgets (FS 200.065[2][d]) & 129.03[3][c])	BOCC County Administrator OMB
Thursday, September 23, 2004	Submit resolutions to Property Appraiser and Tax Collector (FS 200.065[4])	OMB

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**OCTOBER**

DATE	ACTIVITY	PARTICIPANTS
Wednesday, October 1	Beginning of New Fiscal Year	
N/A	Certification of final taxable values (FS 200.065[5])	Property Appraiser
N/A	Adjustment to adopted millage rates (if greater than +/- 1% for General Fund, +/- 3% for MSTUs) (FS 200.065 [5])	County Administrator OMB
Tuesday, October 19, 2004	Certificate of Compliance submitted to Dept. of Revenue (FS 200.065 & 200.068)	OMB